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| Functional Title | : | Governance and Capacity Building Specialist |
| Responsibility level/Grade | : | Grade H / Coordinator |
| Department/Project/PN | : | Program |
| Work station | : | Kathmandu |
| Incumbent's Name | : | |
| Supervisor/Principal Evaluator | : | DRM and Governance Lead |
| Co Evaluator | : | Collaborating, Learning and Adapting Lead |

JOB SUMMARY

The Governance and Capacity Building Specialist will be primarily responsible for supporting the entire program by leading the Governance component of the program particularly focusing on institutional capacity development of different stakeholders, respective line agencies, consortium partner staff, implementing partner NGOs and other stakeholders in good governance, policy advocacy, Rights Based Approach (RBA) and UCPVA. S/he will provide technical and strategic support at consortium partner level to integrate governance by devising required strategies and approaches. S/he will work closely with the members of core team, and project teams of consortium partners. Collaboration with GESI Specialist of the program will be of paramount importance due to interrelated nature of Governance and GESI issues and overlapping of interventions. S/he will be primarily responsible for strengthening the institutional capacity of different target groups (local government bodies, local institutions; line agencies' staff, NGOs and other stakeholders) in disaster risk reduction policies and activities. S/he will also promote integration of gender responsive budgeting for DRM at municipal level. S/he will assist in designing, planning, implementing, monitoring and reporting of programs ensuring DRM/R and that GESI is adequately adhered and integrated into all strategies, approaches, interventions and outputs/outcomes. S/he will be responsible to identify the unique needs of women, men, girls, boys, minority groups and persons with disabilities and support to prepare response plan considering sensitive and transformative approach. S/he will report to and closely work with Collaborating, Learning and Adapting Lead of the program to ensure holistic analysis and integration of governance and GESI aspects across all programme components.

The employee shall fully comply with HR, admin and finance policy and procedures including the safety and security procedure of CARE and should be accountable for it.

RESPONSIBILITIES AND TASKS:

R1. Program Management and Technical Support

- Support in developing gender and risk governance framework for the program and ensure all project/programme adhere to that framework by engaging in the annual co designing process
- Lead the Municipal level DRM/R policy mapping exercise and support in conducting the same at federal level.



- Support to identify and prioritize federal and municipal institutional DRM capacity in the project locations.
- Prepare institutional capacity assessment tool, targeting approaches, guidelines for assessment of the overall status of federal and local government units jointly with GESI Specialist and support to conduct the assessment and follow up of the action plans
- Review, design and develop appropriate DRM related training curriculum, manuals, guidelines and extension materials to deliver the training for federal and local bodies, program partners, NGOs and local bodies in coordination with program team.
- Provide strategic support to management team at center and regional level in addressing governance issues.
- Support in the operationalization of municipal action plans for DRM with focus on GESI
- Document, publish and disseminate best practices on various aspects of good governance mainstreaming for improved action both at strategy and implementation level.
- Working in close collaboration with line manager and other units, the incumbent is to support in conducting a thorough political economy analysis (PEA) of DRM/R sector, with a view to gaining a better understanding of the intra-governmental relations and dynamics that have a bearing on how the DRM/R activities are resourced. In addition to examining the formal, recognised roles and responsibilities within the budget process, the incumbent is expected to assess 'the politics of the budget', i.e. how the distribution of public resources is affected by the distribution of power within that process

R2. Coordination, Collaboration and Advocacy

- Create a systematic, process-driven approach to promote and establish cooperative relationships with like-minded organizations, local stakeholders and local authorities in order to ensure multi sectoral integration of DRM/R at municipal level
- Ensure multi stakeholder engagement during Risk Sensitive Land Use Planning (RSLUP) exercise.
- Develop Private Sector Engagement plan for municipal level and build potential PPP opportunities
- Advocate and inform about project activities to key municipal government units and search for spaces for collaboration
- Identify and prioritize the major issues in DRM/R governance and support field and central staffs to devise appropriate interventions
- Support resource partners and communities on implementation process by advising on Governance issues.
- Support in evidence based policy advocacy to foreground the issues related to DRM.

R3. Capacity Building and Learning

- Assess ongoing DRM activities and structures and suggest GESI and politically sensitive solutions.
- Engage in developing guidelines and tool kits for DRM and governance including learning materials (flyers, brochures, leaflet, and video documentary) as per anticipated goal, objectives, strategies, approaches and outcomes of the program



- Advice and support programmatic unit to revise partnership guidelines and ensure partnership guideline incorporate governance perspectives adequately
- Establish mechanisms for knowledge sharing and learning between various units and with parties beyond the program.
- Ensure that lessons learned are consolidated and used to inform ongoing and future practices.

R4. Monitoring Documentation and Reporting

- Participate and assist programme team in programme monitoring/ evaluation and ensure governance perspective is fully adhered.
- Analyze the strengths and gaps to prepare action plans to address gaps in programming
- Document the success and failure in approaches, processes and tools and its outcomes
- Ensure that the governance data and information with proper analysis are included in different reports.
- Support to develop appropriate M&E indicators, tools, procedures for monitoring and evaluation of governance interventions in close coordination with M&E team and support to conduct internal monitoring and assessments.
- Support to plan and conduct case studies to capture success, failure, impact and lessons from governance interventions and approaches.
- Support consortium teams in documentation of program achievement, best practices, changes and lessons learned.
- Lead/facilitate overall reporting of governance component as per reporting requirements to donor and other relevant stakeholders

R5. External Relations and Partnerships

- Support the supervisor in the process of operationalizing municipal action plans for DRM with focus on governance
- Promote the system of addressing cultural, social and economic rights of women through natural linkage and programming.
- Establish and maintain good relationships with relevant – counterparts/departments of the Government, international and national NGOs, CBOs and other civil society organizations.
- Identify issues to be addressed to heighten donor and government accountability
- Support and work effectively in coalitions and networks as relevant
- Liaise and coordinate with institutions working in the areas of DRM governance, policy discourse including government line agencies, NGOs and federations at national, regional and district level.
- Coordinate with training institutions and national governance

R6. Engagement in Policy discourse and advocacy

- Support consortium partners, DRM groups and their federations to conduct evidence-based advocacy campaigns including participation in critical policy discourse and forums.
- Support to produce/collect policy briefs/analysis related to DRM governance and disseminate



them to relevant constituencies.

- Support government authorities, DRM federations and other stakeholders to document their lessons from policy advocacy and people-centered governance approaches.

R7. Upholding CARE's Core values and ensuring its principles

- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

AUTHORITY:

Spending Authority: As per ASF

SUPERVISION:

None

WORKING CONDITIONS:

Kathmandu based with field visits as required

PERSON SPECIFICATION REQUIREMENTS:

Qualification:

Master's Degree in Public Administration, Economics, Political Sciences, Social Sciences or a related field with 7 years of experience working in the governance and DRM sector preferably on USAID funded projects.

Experience:

Relevant experience at the national level in relevant areas such as local government financial management. Experience of working with government agencies (federal and local), civil society organizations and international organizations

Skills and knowledge:

- Proven record of theoretical knowledge and practical experience in the area of local development strategic planning and capacity development
- Able to link Governance and GESI issues with DRM/R
- Experience in the usage of computer and office software packages.
- Fluency in written and spoken English and Nepali.
- High degree of initiative and persistence combined with high levels of discretion and diplomacy.
- Ability to analyse and synthesize complex information, use initiative in seeking solutions
- Experience of working in global teams and good coordination and communication skill
- Strategic program planning skills
- Proven skill in documentation and reporting
- Able to link Governance and GESI issues with DRM/R.
- Familiarity with USAID strategies, policies, tools, and rules and regulations
- Ability to analyse and synthesize complex information, use initiative in seeking solutions
- Experience of working in global teams and good coordination and communication skill
- Familiarity with USAID strategies, policies, tools, and rules and regulations



Competencies:

Adaptability:

- Adapts to changing business needs, conditions, and work responsibilities.
- Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems.
- Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.
- Recovers quickly from setbacks, and finds alternative ways to reach goals or targets.
- Manages change in a way that reduces the concern experienced by others.
- Clarifies priorities when leading change.

Emotional Intelligence:

- Emotional Self-Awareness to focus attention on self emotional state
- Emotional Self Regulation to be able to choose the emotions they want to experience, rather than being the victim of whatever emotions occur
- Emotional Self-Motivation with the ability to use their emotions to take positive action to continue to persistently pursue goals even in the face of significant adversity or difficulty
- Empathy - possess the ability to listen effectively and accurately enough to put yourself in the other person's shoes
- Nurturing Relationships with the ability to demonstrate sincere concern for others through word and deed, demonstrate appreciation for people's efforts and contribution.

Stress Management:

- Maintains composure in highly stressful or adverse situations.
- Handles high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease.
- Remains steady or thrives under pressure, using it to fuel productivity and efficiency.
- Stays calm and maintains focus in turbulent, threatening, or emergency situations.
- Makes rational decisions and continues to perform effectively.
- Provides direction in crisis situations and defuses potentially violent people or situations, calming others and removing them from harm.

Strategic Decision Making:

- Makes timely, informed decisions that take into account the facts, future goals, constraints, and risks.
- Gathers data and others' input when making decisions.
- Considers lessons learned from experience, differing needs, and the impact of the decision on others.
- Balances and analyses wisdom, experience, and perspective when making decisions.
- Finds solutions that are acceptable to diverse groups with conflicting interests and needs.
- Weighs the pros and cons of each option before making a decision and moving forward.
- Able to explain the rationale for a decision and makes necessary decisions even when information is limited or unclear.
- Learns from the consequences of decisions.



Political Acumen:

- Uses knowledge of the organization and political climate to solve problems and accomplish goals. Understands how the roles, products, and services of one's work unit relate to and impact those of other work units.
- Understands the interrelationships between different departments of the organization.
- Applies to issue knowledge of the mission, values, resources, culture, systems, and business strategies to find solutions that best serve the organization and its customers.
- Knows the reasoning behind key policies, practices, and procedures, and seeks exceptions when needed to achieve goals.
- Capitalizes on both formal channels and informal networks to achieve goals. Forms alliances with key players to get things done.
- Understands internal and external politics and their impacts on the organization. Aligns resources and maneuvers politics to solve problems or reach goals.

Communicating with Impact:

- Ensures that others involved in a project or effort are kept informed about developments and plans.
- Ensures that important information from management is shared with employees and others as appropriate.
- Shares ideas and information with others who might find them useful.
- Uses multiple channels or means to communicate important messages. Keeps manager informed about progress and problems.
- Establishes communication plans and/or systems to ensure that communications fully support the work of the organization.
- Ensures that regular, consistent communication takes place within area of responsibility.

Coaching:

- Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
- Coaches others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.
- Helps others identify key goals and use their talents to achieve those goals. Sees others' potential and strengths, and works to build on them.
- Takes time to observe behaviors that contribute to or detract from others' success.
- Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner.
- Takes steps to learn the work interests and career goals of teammates.
- Actively supports others stretching beyond their comfort levels and trying new techniques that may enhance success.
- Coaches for incremental, one-step-at-a-time improvements, offering praise and recognition as each step forward is made.



- Encourages repeating and building upon areas of strength, and dissects areas that may be improved. Suggests methods and gives examples that provide a roadmap to improved performance.
- Models success behaviors, a high performance work ethic, and constant self-improvement.

Building Partnerships:

- Develops networks and builds alliances with all stakeholders within and outside the organization.
- Participates in cross-functional activities to achieve organizational objectives.
- Collaborates across internal and external agency boundaries to meet common objectives.
- Keeps support areas like budget and HR informed of program priorities, needs, and issues, in pursuit of responsive service.

Incumbent’s Signature: Date:

Supervisor’s Signature: Date: